**LEARN Lesson Completion Guide**

❏ **Topic and Title**
  ❏ The lesson includes a specific topic (e.g., "Shakespeare's *Julius Caesar*") and an accurate and attention-catching title (e.g., "Friends, Romans, Countrymen, Lend Me Your Emotions").

❏ **Summary**
  ❏ The summary includes the lesson's purpose.
  ❏ The summary includes an element of the lesson that is unique or interesting.
  ❏ The summary is 2–3 sentences long.

❏ **Essential Question**
  ❏ The essential question alludes to the overarching themes of the lesson.
  ❏ Resource for writing essential questions: Sample Essential Questions with Multiple Subjects

❏ **Objectives and Learning Outcomes**
  ❏ Objectives and learning outcomes list what students will learn as a result of this lesson.
  ❏ Objectives and learning outcomes appear on the lesson slides.
  ❏ The lesson features an activity or strategy to help students meet each lesson objective, and students are assessed on whether they meet each objective.
  ❏ Resources for writing learning objectives:
      ❏ Iowa State University
      ❏ Arizona State University
      ❏ UCF Objective Builder

❏ **Duration, Time Frame, Subjects, Grade Levels, and Standards**
  ❏ Duration (estimated time spent teaching the lesson) and time frame (estimated class periods needed for the lesson) are listed.
  ❏ Subject or subjects for the lesson are listed.
  ❏ Intended grade level or levels for participating students are listed.
  ❏ Tags related to the course type, grant, and sponsor are listed as necessary.
  ❏ Standards are listed that address the specific skills or content of the lesson.
  ❏ After the LEARN narrative is complete, the duration and time frame are re-evaluated for accuracy.

❏ **Lesson Snapshot**
  ❏ The lesson's activities are accurately outlined in the Snapshot section.

❏ **Lesson Slides**
  ❏ Lesson slides provide visual aids, cues, and information to the students.
  ❏ Lesson slides are built and ordered based on the lesson's narrative.
  ❏ Instructions contained in the lesson slides are written in student-friendly language.

- ❏ Lesson slides provide visual cues for teachers as needed (e.g., an example of a strategy or a cue to transition to the next activity).
- ❏ If possible, speaking notes are included for the teacher in the "notes" pane of the lesson slides.
- ❏ Images, videos, and other outside resources used in the slides are cited in APA format on the slides where they appear. Citations include an author, title, and link where possible. A citation generator such as [Citation Machine](#) may be helpful.

- ❏ **Handouts**
  - ❏ Handouts utilize official LEARN-branded templates from the [Frequently Used Attachments](#) folder where possible, or use the vertical or horizontal branded template from the [Templates](#) folder.
  - ❏ Guidelines, expectations, and instructions are included on the handouts. (If these are not on the handouts, they are on the slides.)
  - ❏ Rubrics are included for complex or comprehensive activities.
  - ❏ All necessary documentation for lesson activities and strategies are included.
  - ❏ Images, research sources, and other outside elements used in a handout are cited in APA format at the bottom of the handout. Citations include an author, title, and link where possible. A citation generator such as [Citation Machine](#) may be helpful.

- ❏ **Attachments**
  - ❏ Lesson slides and handouts are uploaded to the lesson's LEARN page with the file naming convention: [name of the attachment]—[title of the lesson] (e.g., "Lesson Slides—Lend Me Your Emotions").
  - ❏ Other materials, such as printable posters necessary for certain strategies (e.g., Four Corners), are uploaded to the lesson's LEARN page. These materials may be found in the [Frequently Used Attachments](#) folder.
  - ❏ Optionally, answer keys or samples of student work uploaded for the teacher's reference.
  - ❏ In the "Materials" section of the lesson's LEARN page, each handout is listed by name along with the quantity needed (e.g., "KWHL chart (attached, 1 per student)").

- ❏ **Lesson Narrative**
  - ❏ The lesson narrative functions as a guide for teachers carrying out the lesson. It includes the lesson plan, a set of instructions, and descriptions of what should occur in the lesson where applicable.
  - ❏ The narrative is specific enough to be accessible to first-year teachers, emergency certified teachers who are new to the profession, and guest teachers who are handed this lesson to teach on the spot. Necessary content knowledge for these situations is provided.
  - ❏ The teacher is addressed directly through the use of "you" (or an implied "you"), not "the teacher" (e.g., say, "Pass out a copy of the graphic organizer to each student," instead of, "The teacher passes out graphic organizers to the class").
  - ❏ Guiding questions are included for teachers to promote student inquiry. Lists of questions may be emphasized with bullet points.

- ❏ Sample student responses to certain discussion questions and activities may be included in blue "Inquiring" note boxes.
- ❏ Instructions for addressing common student misconceptions are included with lesson content may require it.
- ❏ The narrative utilizes certain language for a given action or transition:
  - ❏ To transition from one lesson slide to another, wording such as "Move to slide 3" is used. Each slide containing lesson content is mentioned somewhere in the narrative.
  - ❏ To direct teachers to hand out lesson materials, wording such as "Hand each student a copy of the attached [handout name]" is used.
  - ❏ The first mention of all slides and handouts are bolded (e.g., "Move to **slide 10**" or "Pass out a copy of the attached **Think-Pair-Share** handout to each student").
- ❏ K20 Center instructional strategies are utilized to structure activities. Where these strategies are used, the following conventions are applied:
  - ❏ All strategies are hyperlinked to the strategy card's page on LEARN (e.g., "Introduce students to the Think-Pair-Share strategy").
  - ❏ Where strategies are used, relevant steps from the strategy card are included to fit the needs of the activity and provide the teacher with a clear picture of how the activity should look in their classroom.
  - ❏ Optionally, alternate strategies are included as well.
  - ❏ All strategies used are cited in APA format in the "Resources" section. Citations include an author, title, and link where possible.
    - ❏ Sample strategy citation:
      K20 Center. (n.d.). Think-pair-share. Strategies. https://learn.k20center.ou.edu/strategy/d9908066f654727934df7bf4f5064b49
- ❏ The "Notes" tool is utilized for asides, tips, and other non-essential information. Pinned notes are correctly color-coded and titled according to the following guidelines:
  - ❏ The gray "Pinned" note is utilized for teachers' notes (e.g., "Teacher's Note: Scaffolding Learning"). This includes instructions for activity preparation or set-up, and for scaffolding for particularly complex activities.
  - ❏ The yellow "Sticky" note is utilized for optional content (e.g., "Optional: Technology Integration"). This includes opportunities for differentiation, optional activities to allow for greater student voice and choice, and incorporating optional technology.
  - ❏ The blue "Inquiring" note is utilized for sample answers or possible student responses (e.g., "Sample Student Responses: Think-Pair-Share").

- ❏ **Resources**
  - ❏ Referenced websites, Internet resources (such as YouTube videos or websites), reference materials (such as newspapers or books), images, and any other sources used in the lesson narrative are cited in APA format in the "Resources" section. Citations include an author, title, and link where possible. A citation generator such as Citation Machine may be helpful.

- ❏ Each link in the lesson narrative and Resources section has been tested and works as intended.
- ❏ Citations in the Resources section do not include simple links (e.g., to Canva) or resources that are used only in other materials such as lesson slides or handouts. Citations for resources used other materials should be included in those materials only.
- ❏ The lesson respects copyright ownership. Creative Commons, Public Domain, or Fair Use materials that permit reuse are utilized whenever possible.
- ❏ Copyrighted materials, such as online news articles, are linked in the lesson instead of attached as a separate document.
- ❏ Resource for determining key copyright factors:
  - ❏ Columbia University Library's Fair Use Checklist

For more in-depth information on LEARN lesson writing, formatting, and copyright considerations, consult the K20 LEARN Style Guide.

A citation generator such as Citation Machine may be helpful.